

# OFFICE OF HUMAN RESOURCES POLICY LETTER

**SUBJECT:** Training Tape Check-out Process

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The training tape library is available to all employees at ARB. For convenience, the tapes are available from Theresa Ortiz, ASD, Office of Human Resources. You may checkout cassettes or video tapes by sending Theresa an e-mail at [tortizda@arb.ca.gov](mailto:tortizda@arb.ca.gov) or calling her at (916) 327-2565. A [Training Library Order form](#) with the listings of available titles is located in the [Training Policies and Procedures Guide](#) and also in the [Training Section](#) of the [ARBInside](#). Fill out the form and indicate requests by circling the desired titles. Send the request to Theresa Dade via interagency mail. Audio cassette programs normally include four to eight cassettes in each package. Due to the loss of irreplaceable original tapes, only copies are available for checkout. The following stipulations are for all employees:

- Audio cassette sets containing two to three tapes or a maximum of 4 single tapes may be checked out for a one week period.
- Audio cassette sets containing four or more tapes may be checked out up to four weeks, with a limit of two sets.
- Video tapes are limited to one video tape per week. If checked out with one audio cassette set, two weeks.

Theresa will review the logbook weekly and call employees who have not returned the tapes on the due date. Time extensions will be granted if there is no waiting list and there are no other tapes checked out by that employee. All tapes must be turned in before checking out more tapes. All tapes should be rewound before returning.

Employees leaving ARB must bring Theresa the [Employee Checkout/Transfer Form, ASD 14](#). Once Theresa has checked for any outstanding audio cassettes or video tapes, she will initial and clear the employee's name for the Training Section. The form is available from the Office of Human Resources and also on the [ARBInside Forms page](#).

If you have any questions regarding the process or would like to checkout tapes, please call Theresa Ortiz, at 327-2565 or e-mail her at [tortizda@arb.ca.gov](mailto:tortizda@arb.ca.gov).

**Attachment:** [Training Library Order Form](#)  
[Video Tape Listing](#)